

# A Guide to Applying for a Job at HBF

We hope the following information will assist you in applying for a job with us at HBF. The guide is designed to ensure you provide us with information that will increase your chances of success when applying for a job with HBF.

Information included in this guide is based on the combined experience of HBF's human resources department, and although they are not necessarily the last word in successful job hunting, we think they are pretty good!

## WRITTEN APPLICATIONS

Your written application is a very important document as it is usually our first introduction to who you are and what you can do professionally, so it is vital for you to make a good first impression and sell yourself!

The written application provides a summary of your qualifications, knowledge, skills, abilities and experience that are relevant to the HBF job for which you are applying.

Your application is often the key decision maker on whether we offer you an interview, therefore we encourage you to spend some time on your application to make it as good as you possibly can.

The first step in preparing your application is to read the job advertisement carefully and ensure you follow any application instructions listed.

Your application should consist of a **covering letter** and **résumé**. In addition you may be asked to provide a separate written **statement addressing the selection criteria** as outlined in the job position description.

It is important that your written application clearly shows a connection between the position description and your qualifications, experience, skills and knowledge.

We recommend you ask someone to proof read your application prior to submitting it to HBF, they may pick up any errors or even make suggestions for improvement.

### **The covering letter**

The covering letter is normally the first document our selection panel will read therefore it should encourage our selection panel to read your application further.

It should look professional, use positive and enthusiastic language, contain no spelling or grammar errors, and be tailored to the job you are applying for (generic covering letters should be avoided).

If possible, keep your covering letter to a single page. Too much information, especially if it is not relevant to the job you are applying for, will detract from the letter.

Your covering letter should clearly state the position you are applying for and briefly outline your suitability and why you are interested in the role.

## Your résumé

Your résumé must be current, brief, and concise and outline your personal details, qualifications, skills and work history. Your résumé should include:

- Your name and contact details (address, telephone numbers, email address)
- Employment history, clearly stating Position title, Duration of employment (month and year) and main responsibilities. These should be listed in reverse chronological order (i.e. most recent first). There should be a logical flow and structure to your résumé.
- Education/training completed – including dates, name of course or qualification and name of institution.
- Two work related referees – Full name, Position title, Company Name, Contact details (Postal and Email address, and phone number). We strongly suggest you contact your referees and ensure they are okay with you providing us with their details. Written references are not required with this initial application.

We suggest keeping your résumé between two and four pages and try to put the most important information on the first page - whether it is a qualification or list of skills that are relevant to the job you have applied for. Make your résumé look professional and easy to read by using effective formatting and dot points rather than long paragraphs.

## Statement addressing the Selection Criteria

You may be asked to prepare a separate document addressing the job selection criteria as part of your application. The selection criteria are stated in the job position description.

To be considered for a job at HBF you should be able to meet all 'Essential Selection Criteria'. If there are many applicants who meet the essential criteria, the selection panel will also review your response to the 'Desirable Criteria'. Therefore, it is important you address both essential and desirable criteria.

If statements addressing the selection criteria are required we suggest you use each selection criteria as headings and you write a brief 1-2 paragraph response to each criteria. Your selection criteria response should include examples.

You should describe your examples using the "SAO" formula:

- **Situation:** what you needed to achieve and why.
- **Action:** how you went about it.
- **Outcome:** what the result of your action was.

The above formula should also be used when responding to an interview question.

## SUBMITTING YOUR APPLICATION

### Electronically

Our preference is for your application to be submitted electronically either in Microsoft Word (.doc) or Adobe Acrobat (.pdf) format. Sometimes formatting can change on electronic transfer; therefore we recommend you keep the design simple. **Applications should be emailed to: [recruitment@hbf.com.au](mailto:recruitment@hbf.com.au)**

### By post

If you are submitting your application as a hard copy we recommend that it be fastened with a staple in the top left hand corner only. Please do not submit in folders. **Please mark your application 'Private and Confidential' and post to: HBF Recruitment, PO BOX C101, PERTH WA 6809.**

***NB:** Please ensure your application reaches us by the nominated closing date.*

## INTERVIEW TIPS

The best way to ensure you can perform well in an interview is to be prepared. Prior to attending an interview with HBF we recommend you:

1. Prepare your interview responses and examples by reviewing the jobs selection criteria as outlined in the position description or content of the advertisement. Prepare for commonly asked questions such as: Why do you want this job? What are your strengths? What are your areas for development?
2. Research us! Visit our website and if you know someone who works for HBF ask them what its like working for HBF. The research should give you a good understanding of HBF and may guide your interview responses ensuring relevance.
3. Know what you do well – be prepared to explain what you have done that makes you ideal for this position.
4. Make sure you get there on time (or early!!). Know where you are going and how long it will take to get there.
5. Allow plenty of time for the interview (at least one hour). Don't make any appointments for immediately after the interview.
6. Get enough sleep the night before, and make sure you are well groomed and dressed appropriately.

### **During the interview**

The first few minutes often set the tone for the rest of the interview. If you can make a good impression and maintain a relaxed attitude from the outset, you should find the rest of the interview will go fairly smoothly.

Here are some suggestions to help you make sure the interview gets off on the right foot:

- Greet the interviewer(s), smile, introduce yourself and shake hands firmly and warmly.
- Stand until the interviewer asks you to sit down, and relax and sit naturally but do not slump or lean on the table.
- Be prepared to make small talk to put everyone involved in the interview at ease.
- Make eye contact when speaking, and try to avoid any annoying habits such as fiddling with pens or earrings, or covering parts of your face with your hand.
- Listen clearly to the question being asked and If you do not understand a question, don't be afraid to ask for clarification or for the question to be repeated.
- Speak in a firm, clear, confident voice, and relate your answers to the requirements of the job you are applying for if possible. Use the SAO formula (Situation, Action, Outcome) when discussing examples.
- Be open and honest in your responses to an interview question. We can usually tell if your not sure or aren't completely confident about your response.
- At the end, thank the interviewer(s) for their time, and shake hands with everyone as you leave.

### **It's now up to you...**

Of course there are no guarantees, but by following the above tips you can improve your chances of being successful. Good luck!